



Los Angeles County  
Department of Regional Planning


*Planning for the Challenges Ahead*



Richard J. Bruckner  
Director

October 2, 2013

TO: Gina Natoli  
Hearing Officer

FROM: Jeantine Nazar   
Zoning Permits East Section

**SUBJECT: Project No. R2006-02805 – (5)  
Conditional Use Permit No. 200600233  
October 15, 2013 Hearing Officer Meeting  
Discussion and Possible Action  
Agenda Item: 12**

The applicant, Glenn Session, is seeking to retroactively operate and maintain a transitional housing facility for adults within a C-3 (Unlimited Commercial) zone. The property is located at 20 E Mariposa Street in the Altadena Community Standards District of unincorporated Los Angeles County.

This project is scheduled for denial due to inactivity. To this date, staff has not received the required materials. Staff included draft findings, incomplete letters and notices of denial demonstrating that this project is incomplete.

MM: JN  
Attachments

**DRAFT FINDINGS AND ORDER OF HEARING OFFICER  
COUNTY OF LOS ANGELES  
PROJECT NO. R2006-02805-(5)  
CONDITIONAL USE PERMIT NO. 200600233**

1. The Hearing Officer of Los Angeles County, Ms. Gina Natoli, to consider a denial due to inactivity of Conditional Use Permit No. 200600233 ("CUP") pursuant to Code Section 22.56.060.
2. CUP 200500183 is a request to operate and maintain transitional housing, similar to an adult residential facility.
3. The property is located at 20 E. Mariposa Street in the C-3 (Unlimited Commercial) zone within the Altadena Community Standards District in the Altadena Zoned District.
4. Conditional Use Permit Case No 88442 approved a children's group home for a maximum of 15 children, referred by the Department of Children's Services and private placements from 12 to 17 years of age. This grant expired on November 28, 1999.
5. The applicant filed for a Conditional Use Permit with the Los Angeles County Department of Regional Planning on August 24, 2006 requesting to authorize an adult transitional housing facility.
6. Additional materials were requested by the Department of Regional Planning on October 16, 2006 and January 30, 2012. Subsequent follow-ups indicate that the applicant failed to provide the required materials and the project is not cleared for a public hearing to this date.
7. Staff again sent letters to the applicant and to the property owner on July 16, 2013 requesting additional information and stated that if no activity occurs within 30 days of the letter, this case may be scheduled before a Hearing Officer for denial pursuant to Section 22.56.060 of the County Code. On September 16, 2013 the applicant was notified that this case is scheduled for a denial hearing on October 15, 2013 due to inactivity.
8. Subsequently, the applicant met with staff on September 26, 2013 to discuss the requested additional items. At this time, this application is pending upon the receipt of the additional documents. There is insufficient information to determine the feasibility of the project and consistency with the Los Angeles County General Plan.
9. The Altadena Town Council at their meeting on March 20, 2007 recommended denial of a request to operate a for a profit group facility at this location. Our records indicate that this application was filed for a transitional housing facility. The applicant failed to provide information and required materials describing the nature of the business and to describe the operation accurately, to this date.

10. Pursuant to Section 22.56.060 of the Zoning Code, staff requests that **Conditional Use Permit No. 200600233 be DENIED**, in view of the findings of fact presented above, for lacking the proper information to process this application.



Los Angeles County  
Department of Regional Planning

*Planning for the Challenges Ahead*



Richard J. Bruckner  
Director

September 16, 2013

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

Glenn Session  
261 E Mendocino Street  
Altadena, CA 91001

**SUBJECT: HEARING NOTICE – DENIAL DUE TO INACTIVITY**  
**Project: R2006-02805-(5)**  
**Case: CUP200600233**  
**Address: 20 E Mariposa Street, Altadena**

Dear Applicant:

The Department of Regional Planning has made repeated attempts to inform you of the information that is required to proceed with your application for a Conditional Use Permit to authorize the continued operation and maintenance of a residential income, transitional housing at the above referenced location. Attached are the correspondence requesting project revisions and additional information dated January 30, 2012 and October 16, 2006. To date, we have not received the requested information and as a result, we are unable to proceed with processing your application.

Section 22.56.060 of the Los Angeles County Code (Zoning Ordinance) provides that the Hearing Officer may deny an application for a conditional use permit if such application does not contain the information required. Due to inactivity and failure to submit required application materials, and lack of information, the project identified above **will be scheduled for denial** before a Los Angeles County Hearing Officer on **October 15, 2013**.

If you wish to keep this project active, please send a written request to Regional Planning, Zoning Permits East Section, Room 1346, 320 West Temple Street, Los Angeles, CA 90012, Attention: Jeantine Nazar. This correspondence must be received within **30 days from the date of this letter** or this project will be automatically scheduled for denial at the next available Hearing Officer meeting. If you choose to keep your project active and submit a written request, you must also submit all requested information **within 90 days of the date of this letter** or this project will be automatically scheduled for denial at the next available Hearing Officer meeting.

If you have any questions regarding this matter, please contact Jeantine Nazar at (213) 974-6435, from 7:30 a.m. to 5:30 p.m., Monday through Thursday or via email at [jnazar@planning.lacounty.gov](mailto:jnazar@planning.lacounty.gov). Our offices are closed on Fridays.

Sincerely,  
DEPARTMENT OF REGIONAL PLANNING  
Richard J. Bruckner  
Director

Jeantine Nazar, Regional Planning Assistant II  
Zoning Permits East Section  
Enclosures: Correspondence dated 1/30/12 and 10/16/2006

CC:10042012



Los Angeles County  
Department of Regional Planning

*Planning for the Challenges Ahead*



Richard J. Bruckner  
Director

January 30, 2012

Glenn Session  
928 E Mariposa Street  
Altadena, CA. 91001

**SUBJECT: REQUEST FOR REVIEW MATERIALS**  
**Project: R2006-02805**  
**Case: CUP200600233**  
**Address: 20 E Mariposa St, Altadena**

Dear Applicant:

The Department of Regional Planning is currently reviewing the project identified above and has determined that the project file is incomplete and additional materials or information is required before we can proceed further. Please submit the following items:

1. The application indicates that the present use of the site is residential income/room and boarding allowing temporary stays of 3-6 months. The prior permit allowed for a maximum of 15 children referred by the Los Angeles County Department of Children's services and also private placements. Is the project identical to the previous approval or are there any changes?
2. Please provide a complete project narrative and describe in further detail, how the property will be used, daily or seasonal operations, number of employees, hours of operations, number of shifts, visitor, activities, products, services, number of units, and other pertinent project data, as applicable. Please incorporate the attached questions in the project narrative.
3. The plans shall distinguish between existing and new structures. Please revise the site, floor plans and the keynote to reflect the existing structures? Are you proposing additions, please specify.
4. Provide five full-sized sets of landscape and sign plans drawn to scale. Additional copies may be requested at a later date, prior to a public hearing or after final approval.
5. Please provide a copy of a valid license.

Failure to disclose all pertinent information for consideration in the review of this case could result in delays, continuation of public hearings, new environmental analysis or additional costs. Additional materials may be required pending the outcome of consultation with other agencies.

Any zoning violations on the property discovered after the filing of this case may affect the scheduling of a public hearing pursuant to the "Clean Hands" provisions of the County Code in Section 22.04.110. We request that you expeditiously comply with the above requirements. If no activity occurs within 30 days of this letter, your case may be scheduled before a Hearing Officer for denial pursuant to Section 22.56.060 of the County Code.

If you have any questions regarding this matter, please contact Jeanine Nazar at (213) 974-6435, from 7:30 a.m. to 5:30 p.m., Monday through Thursday or via email at [jnazar@planning.lacounty.gov](mailto:jnazar@planning.lacounty.gov). Our offices are closed on Fridays.

Sincerely,

Richard J. Bruckner  
Director

A handwritten signature in black ink, appearing to read 'Richard J. Bruckner', written over the printed name and title.

Maria Masis, Supervising Regional Planner  
Zoning Permits East Section

MM: JN

cc: owners



# Los Angeles County Department of Regional Planning

*Planning for the Challenges Ahead*



Richard J. Bruckner  
Director

## **Group Home Facilities –Question Sheet**

### Facility Organization

How many people live in the facility? What is the age group of the residents?

How is the "household" organized?

- Who pays the rent? Who receives the rent?
- Do the residents who live there each have a separate lease or rental agreement or do all residents sign one agreement? Is there some other arrangement?
- What happens when one person moves out? Do the others make up the difference in rent?
- How are household expenses shared?

How does the "household" operate? How is the facility used by the residents?

- Do the residents have access to the whole house or do they have separate living space within the facility?
- Is there one mailbox for everyone, or do the residents have individual mailboxes?
- How are the kitchen/cooking facilities set up? Is there one communal kitchen? Do the residents each have cooking facilities in their rooms?
- What kind of social interaction is there among residents? Do they socialize together?
- Does the facility *look* like a house?

How is the facility operated?

- Is it managed by an organization?
- Is there a manager? Does the manager live at the house?
- Do the people who live there manage it?

Is the facility associated with any organizations?

### Services

What kind of services are provided at the facility?

- Are counseling services offered?
- Are group therapy services offered?
- Are there opportunities for drug or alcohol treatment?

Are there medications on-site?

- Are medications stored at the facility? If so, how and where?
- Are medications dispensed at the facility? If dispensed, how does the dispensing work?

### Advertising

How does the facility advertise itself (either online or through other advertising methods)?

- Does the facility advertise itself as a place to receive treatment?
- Does the facility hold itself out to be a communal living facility where the residents take care of each other?

Please provide a copy of any informational or advertising materials that are provided to prospective residents.



Los Angeles County  
Department of Regional Planning

*Planning for the Challenges Ahead*



Bruce W. McClendon FAICP  
Director of Planning

October 16, 2006

Glenn Session  
928 E. Mariposa St.  
Altadena, CA 91001

**SUBJECT: PROJECT NO. R2006-02805-(5)  
RCUP200600233  
928 E. MARIPOSA ST., ALTADENA, CA 91001  
REQUEST FOR MATERIALS/INFORMATION**

Dear Applicant:

The Zoning Permits I Section is reviewing the project for completeness and the following additional information is required for further review:

1. Please submit 13 folded copies of a revised site plan to include the following:
  - A. The location and dimensions of all proposed signage on the subject property, if any.
  - B. Provide the square footage of all on-site landscaping; be aware that the County Code requires 10 percent of the site to be landscaped.
  - C. Provide the percent of lot coverage by buildings or structures;
  - D. Provide one handicap parking space. Please be aware that the Building and Safety Division may require this facility to meet the ADA requirements. I suggest that the plans be revised to incorporate these requirements prior to resubmital if this is the case. Please provide copies of the building permit for the conversion of this structure from commercial useage to residential.
  - E. Section 22.52.1120 of the County Code requires an adult residential facility to provide one parking space for each staff member of the largest shift and one parking space for each vehicle used in conducting the use.
  - F. The County Code requires 26 feet for back up distance for designated parking spaces. A standard parking space is 8.5 feet by 18 feet.
  - G. Section 22.52.1060.H of the County Code prohibits backing vehicles over an alley. The development standards can be waved as a part of the conditional use permit when there are no other design alternatives. This must be part of the application request.
  - H. Note the paving materials of the driveway, yard and parking areas.
2. Provide a narrative description of the proposed use and how the operation will be run. The description must include the following information:



- The number of tenants;
  - The type of tenants (transitional from what?);
  - Duration of the stay;
  - Would there be a curfew;
  - Describe any security measures that would be provided;
  - What supervision will the facility provide to the tenants? Will security be provided? Describe the staffing plan (the type of employee, the hours they will be working);
  - Will the proposed use be subject to regulation or licensing by the State? If so, what agency?
  - Will any treatment or services be provided on site? If off-site, will transportation be provided?
  - What bus services are available on Fair Oaks Avenue and Mariposa Street?
  - Provide the number of vehicles for the facility.
3. The Assessor's records show David Davis Jr. as the deed holder. Provide a copy of the deed and/or a letter of permission with a wet signature as necessary.
4. The burden of proof needs to provide more specific answers to the issues. Please see the attached burden of proof. In particular, there is a school next door. Address any potential impacts the facility might have on the surrounding uses.
5. We recommend that you present the proposal before the Altadena Town Council prior to the public hearing. Please contact the community group at the address shown below to arrange a meeting. The presentation before the community group will not affect the scheduling of the project for public.

Ken Balder, Chair  
Altadena Town Council  
730 E. Altadena Drive  
Altadena, C 91001

Please note that failure to disclose all pertinent information for consideration in the review of this case could result in delays, continuation of public hearings, new environmental analysis or additional costs.

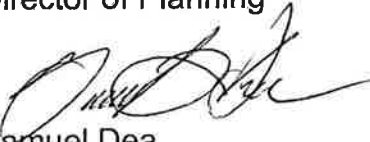
Please note that any additional zoning violations on the property discovered after the filing of this case may affect the scheduling of a public hearing pursuant to the "Clean Hands" provisions of the County Code in Section 22.04.110.

We request that you expeditiously comply with the above requirements. If no activity occurs within 60 days of this letter, your case will be scheduled before a Hearing Officer for denial pursuant to Section 22.56.060 of the County Code.

If you have any questions, please contact James Bell at (213) 974-6443 Monday through Thursday from 7:30 to 5:30 or via email at [jbell@planning.co.la.ca.us](mailto:jbell@planning.co.la.ca.us). Our offices are closed on Fridays.

Sincerely,

DEPARTMENT OF REGIONAL PLANNING  
Bruce W. McClendon, FAICP  
Director of Planning



Samuel Dea  
Acting Section Head  
Zoning Permits I Section

SD: JB